

MEMORANDUM

TO: MEMBERS OF THE BOARD OF WORKS

FROM: GERRI HENDERSON, BILLING ADMINISTRATOR

DATE: MAY 31, 2018

IN RE: REQUESTING BOARD'S APPROVAL FOR
WRITE-OFF OF UNPAID SEWER/TRASH DEBTS
FROM 2nd QUARTER OF 2017.

Asking the Board's approval for write-off of unpaid debts in the amount of **\$276.12**. (Please see attached information regarding explanation of unpaid debts.)

Your consideration with regard to this matter would be greatly appreciated.

NOBLESVILLE UTILITIES WRITE OFF POLICY

This is to set forth the reasons and circumstances in which Noblesville Utilities may write off an unpaid debt resulting from wastewater services provided to Noblesville City residents.

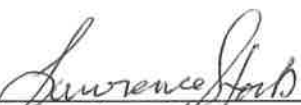
- A. Any unpaid balance of \$50 or less will be written off on accounts that have been marked as FINAL, and exceed 180 days after final notification to customer.
- B. Any property that was sold which had an outstanding balance and was sold before a lien could be filed on the property.
- C. Any property owner that files for bankruptcy will have their balance written off, as of the bankruptcy file date.
- D. Any outstanding balance on a property which has been sold in a sheriff's sale and the outstanding balance was not collected at the time of the sale.
- E. Any outstanding balance the Utility Director deems should be written off due to extenuating circumstances, such as lack of assets or unavailability of the debtor.
- F. Any unpaid lien balance that is outstanding 10 years after the file date of the lien.

A list of accounts to be considered for write off will be submitted to the Noblesville Board of Works on a quarterly basis.

REQUESTING BOARD'S APPROVAL FOR WRITE-OFF OF UNPAID
UTILITIES DEBTS FROM 2nd QUARTER 2017: **TOTAL \$276.12**

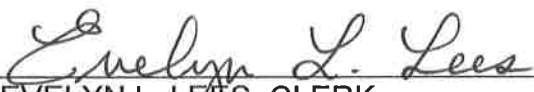
ALL OF WHICH IS APPROVED by the Board of Public Works and Safety
this 26th day of June 2018.


JOHN DITSLEAR, MAYOR


LAWRENCE STORK, MEMBER


JOHN MARTIN, MEMBER

ATTEST:


EVELYN L. LEES, CLERK
CITY OF NOBLESVILLE, INDIANA